

TRURO AND PENWITH COLLEGE CORPORATION



Search and Governance Committee

Minutes of the Search and Governance Committee held on 21 October 2021 via Teams

Members: Mrs L Batchelor, Mr J Burnett (Chair), Dr E Sheridan, Mr R Townsend, Mr M Tucker and Mr A Young (left during item 21/31)

Also Present: Mrs A Winter (Clerk to the Corporation)

ltem	Discussion/Decision	Action
21/26	Minutes	
	The minutes of the meeting held on 21 May 2021 were APPROVED as a correct record.	
21/27	Matters Arising	
	27.01 SW Institute of Technology (Minute 21/13.03)	
	Advice from Stephens Scown to clarify the extent of governor liability indicated there were no significant governance implications or concerns.	MT to circulate advice
	27.02 Ottery (Minute 21/13.06)	
	As there had been some slippage in the building schedule, the LEP (as co-funders) had agreed that the government funding allocation could be spent first, to meet the March 2022 deadline. The building would still be completed and ready to occupy by September 2022.	
	27.03 FE White Paper (Minute 21/17)	
	The Skills and Post-16 Education Bill was still progressing through Parliament and had not yet received Royal Assent.	
	27.04 Updated Code of Good Governance (Minute 21/22)	
	The revised Code of Good Governance was published on 1 September 2021 and colleges would be expected to report against the Code from 2022/23. The new requirements were being addressed and the F&GP Committee would be considering the approach to environmental sustainability, as recommended in the Code.	For F&GP agenda
	The College had recently hosted a 'Green Shoots' Conference (with Simon Reeve) as part of its strategy to develop skills for a sustainable future, highlighting opportunities to employers and businesses.	
21/28	Review of Corporation Membership and Succession Planning	
	The Committee reviewed the current membership of the governing body and noted an appointment was due to end in December 2021.	

	Following consideration of the skills, experience and commitment, the Committee RECOMMENDED to the Corporation the re-appointment of Sir Robert Owen as a Governor and Member of the Finance and General Purposes Committee from 1 January 2022 for a second term of 4 years.	Recommen dation to Corporation
	Members also reviewed committee membership and considered the future chairing of the Employment and Business Policy Committee and associated vacancies on the Search and Governance Committee and Remuneration Committee. It was AGREED that Jonathan Burnett would remain as Interim Chair, pending further consideration of the role.	
21/29	Governance Review 2021	
	The Committee considered:	
	 governance self-assessment questionnaire responses governor skills audit an overview of governor gender, age, ethnicity and disability a record of external training undertaken an assessment against key performance indicators. 	
	Responses and feedback were very positive with 14 of the 17 respondents assessing the overall performance of the governing body as 'Outstanding'. However, despite wide advertising of governor opportunities, recruitment challenges remained a major hurdle to increasing the diversity of the Board.	
	The Committee discussed the feedback and KPIs and agreed to produce an action plan based on the findings of the review.	Clerk to draw up action plan
21/30	College Complaint Appeals	
	Governors noted the final stage in the College Complaints Procedure was an appeal to the Chair of the Corporation. Currently, there was no further detail on the scope and process for the appeal.	
	In the light of recent experiences, proposed procedures had been drafted to clarify the process for appellants and the Chair/governors to be incorporated into the College Complaints Procedure. Also, a separate guidance note had been prepared to assist the appeal panel and investigating officer.	
	Following discussion, the Committee agreed the procedure and guidance note was helpful and RECOMMENDED adoption by the Corporation (attached as Appendices A and B).	Recommen dation for Corporation
21/31	Governors' Conference 2021	
	The Committee reviewed the draft programme and arrangements for the conference taking place on 12/13 November 2021. Planning for the event was underway, including the opportunity for governors to meet informally with small groups of students.	
21/32	New Requirement to Review Provision in Relation to Local Needs	
	The Committee considered the draft statutory guidance for colleges setting out the governing body's new duty to review how well the provider was meeting local needs. The new duty would come into force two months after the Skills and Post-16 Education Bill was enacted.	

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	Members discussed the reviews which needed to be undertaken at least every three years, in collaboration with other governing bodies in the local area, and the outcome published.	
	The Committee NOTED the new requirement and would await more detailed guidance from the AoC.	
21/33	ESFA Guidance on the Work of the Audit Committee and Internal Auditors	
	The Committee noted the good practice guide issued by the ESFA in August 2021 and asked the Audit Committee to review arrangements with regard to the new guidance.	Audit Committee to review arrangements
21/34	Student Governor Role and Student Voice	
	The Committee considered and NOTED the ESRC project briefing about engagement and support for the student governor role. The findings of the project would help inform College practices regarding induction and support for student governors.	
21/35	Procedure for Complaints against the Corporation, Board Members and the Clerk	
	Governors considered a new template produced by Eversheds and following discussion, the Committee RECOMMENDED approval of the revised procedure by the Corporation (attached as Appendix C).	Recommend ation for Corporation
21/36	Governor Training and Development	
	The Committee NOTED the ETF and Advance HE governance training programmes available in 2021/22. In general, governors preferred shorter, bite-sized webinars and briefings. Information would be circulated to governors to promote development opportunities as they arose, and targeted to relevant individuals where appropriate.	Clerk to publicise
21/37	Any Other Business	
	37.01 Ofsted Preparation	Director of
	The Committee REQUESTED that a short briefing document from the Director of Quality would be very useful as part of the preparation for an Ofsted visit.	Quality to produce briefing document
21/38	Date of Next Meeting	
	The Committee would next meet at 12.30 pm on Thursday 20 January 2022.	ALL to note